
OFFEROR'S CONFERENCE JUNE 2021

UNITED STATES PROBATION & PRETRIAL SERVICES
WESTERN DISTRICT OF NEW YORK



FISCAL YEAR 2022 SOLICITATION

EFFECTIVE OCTOBER 1, 2021

ONE YEAR AGREEMENT WITH 2 OPTION YEARS (BPA)

ONE YEAR AGREEMENT (NON-COMPETITIVE PURCHASE ORDER)

TIME FRAMES

- **JUNE 24, 2021**- START DATE TO ACCESS THE SOLICITATION DOCUMENTS
- **JULY 29, 2021 - (4PM)** DEADLINE TO SUBMIT PROPOSALS
- **MID AUGUST**- ON-SITE VISITS
- **END OF AUGUST**- AWARD/NON-AWARD NOTIFICATION
- **OCTOBER 1, 2021**- START OF AGREEMENT



SAM.GOV

ALL BUSINESSES MUST BE REGISTERED



SUBMITTING PROPOSALS



ON TIME (No late proposals can be accepted)



Make sure all required documentation is submitted with the proposal (ex. references, business certificates, staff qualifications, pricing...)



Hand deliver or mail (you will receive an e-mail confirmation once received)



They will not be opened/reviewed until deadline date has passed

AWARD PROCESS

- Awarded to the technically acceptable lowest bidder.
(determined by a cost analysis over the 3 years term)
- Price reasonableness
- Can accept more than one Vendor
(specific to each solicitation #)
- Not able to elaborate on unsuccessful award
determination besides the cost analysis amount
(AO involvement if necessary)

REFERRAL PROCESS

- SIGNED RELEASES/PROB FORM 45 (CONTRACT) SENT TO AGENCY
- SERVICES LISTED ON CONTRACT (BASED ON UNITS)
- PROBATION PAY vs. MEDICAID PAY (CONTRACT vs. NON-CONTRACT)
- CO-PAYS

WHAT IS EXPECTED/REQUIRED...

- AUDITS- Monitoring reports (2x a fiscal year – Jan/May)
- STAFF QUALIFICATIONS
- LOCAL NEEDS ADHERED TO (see specific to each solicitation # if applicable)
- MONTHLY TREATMENT REPORTS/TREATMENT PLANS/SIGN IN LOGS...
- DOCUMENTATION/VERIFICATION OF SERVICES
- COLLABORATION/COMMUNICATION WITH PROVIDER (USE STAFF TRAINED FOR FP CLIENTS)

BOC CODES

- PRE-TRIAL (2527)
- POST-CONVICTION
 - DRUG (2526)
 - MENTAL HEALTH (2530)
 - SEX OFFENDER (2548)

BILLING/INVOICE PROCESS

- BILLED ON A MONTHLY BASIS (MAKE SURE THEY ARE ACCURATE WITH CORRECT BOC AND SERVICES LISTED)
- INVOICES EXPECTED BY 10TH OF FOLLOWING MONTH
- INVOICES MUST HAVE UNIQUE REFERENCE #
- INVOICES MUST BE PROVIDED WITH DOCUMENTATION OF SERVICES (Ex. MTR's, sign in logs, assessments, polygraphs...)
- PAYMENTS TO VENDOR

QUESTIONS???

